**Project 8-1: House for Sale**

**In your position at Tech Terrace Real Estate, you are asked to add a photo to a fl yer that is advertising**

**a house for sale and format it attractively.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *tech\_house*** from the data fi les for this lesson.

**2.** Place the insertion point on the fi rst line of the document.

**3.** On the Insert tab, in the Illustrations group, click **Picture**.

**4.** Navigate to the data fi les for this lesson and select the **housephoto** fi le.

**5.** On the Format tab, in the Size group, click the **Crop** button.

**6.** Click the bottom-right cropping handle and drag up until the sidewalk is outside the

selection area and release the mouse button to crop out the sidewalk.

**7.** On the Format tab, in the Picture Styles group, click the **More** button.

**8.** Click **Center Shadow Rectangle** in the gallery.

**9.** On the Format menu, in the Adjust group, click the **Color** button.

**10.** In the Recolor section, click **Sepia**.

**11. SAVE** the document as ***house\_fl yer*** in your USB fl ash drive in the lesson folder and

**CLOSE** the fi le.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-2: CD Case Insert**

**Your friend’s birthday is coming up and you have decided to burn a CD of his favorite songs. Create an**

**insert for the front of the CD case.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a new blank document.

**2.** Click the **Page Layout** tab, then click the **Size** button to open the Page Setup dialog

box. Under the Paper size, change the width to **5”** and height to **5”**. Click **OK**.

**3.** Click the **Margins** tab in the Page Setup group, and then click **Narrow** margins.

**4.** On the Insert tab, in the Text group, click the **Text Box** button and select **Draw Text Box**

from the menu.

**5.** Draw a square box **4”** \_ **4”** on the page at the margins, leaving approximately half an

inch of margin space on all sides.

**6.** On the Format tab, in the Arrange group, click the **Position** button and select **Position**

**in Middle Center** with **Square Text Wrapping**.

**7.** Click the **Shape Fill** button and select **Picture** from the menu. Double-click the **Public**

**Picture** folder, select **Desert**, and click **Insert.**

**8.** Click outside the text box.

**9. SAVE** the document as ***cd\_insert*** in your USB fl ash drive in the lesson folder.

**10.** At the blank line in the text box, key **My Favorite Tunes** and select the text.

**11.** On the Insert tab, in the Text group, click the **WordArt** button and select **Gradient Fill –**

**Orange, Accent 6, Inner Shadow**.

**12.** In the Text group, click the **Text Effects** button, select **Transform**, then **Cascade Up**.

**13. SAVE** the document in your USB fl ash drive in the lesson folder and then close the

fi le.

**PAUSE. LEAVE** Word open for the next project.

**Profi ciency**

**Project 8-3: House for Sale Flyer**

**You need to make some additions and changes to the fl yer completed in Project 8-1.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***house\_fl yer*** you completed for Project 8-1.

**2.** Convert the picture to a SmartArt graphic and select **Titled Picture Blocks**. In the text

placeholder, key **House for Sale**.

**3. SAVE** the document as ***house\_for\_sale*** in your USB fl ash drive in the lesson folder and

close the fi le.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-4: Happy Birthday Card**

**Create a birthday card for your friend.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a new blank document.

**2.** Change the orientation to **Landscape** with **Narrow** margins.

**3.** Key **Happy Birthday!** Insert WordArt with Gradient Fill – Purple, Accent 4 Refl ection.

**4.** Position the WordArt graphic Middle Center with Square Text Wrapping.

**5.** Change the Text Effects by selecting the **Shadow Effects** button and **Offset Top.**

**6. SAVE** the document as ***birthday\_card*** in your USB fl ash drive in the lesson folder and

close the fi le.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-5: Formatting a Flyer**

**A coworker at Keyser Garden & Nursery tried to create a sales fl yer about roses, but was not familiar**

**with formatting tools and ran into trouble. She asks if you can open the fi le and try to correct the**

**problems and help format it.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *rose\_bushes*** from the data fi les for this lesson.

**2.** Use the skills learned in this lesson to correct the problems and format the document

to look like Figure 8-50.

**3. SAVE** the document as ***rose\_sale*** in your USB fl ash drive in the lesson folder and close

the fi le.

**PAUSE. LEAVE** Word open for the next project.

**Project 8-6: Update the YMCA Newsletter**

**Now that you have improved your Word skills, update the YMCA newsletter created in an earlier lesson.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *ymcanewsletter*** from the data fi les for this lesson.

**2.** Apply WordArt for the Fall Soccer Registration heading, using Gradient Fill – Red,

Accent 1. Change the shape fi ll to **red**. Apply the **Chevron Up** effects. Reduce font size

to **16 pt**, and position as shown in Figure 8-51.

**3.** Create a **drop cap** for the Mother’s Day Out article and the Get Movin’ Challenge

article. Change the color of the drop cap to **red**.

**4.** Replace the title of the newsletter with the Transcend Sidebar. Key the title in the

sidebar and change the text color to **red**. Change font size to **36 pt**, **center**.

**5.** Replace the membership box in the lower-right corner with the **Transcend Quote** text box. Change the text color to **red**.

**6.** The newsletter should fi t on one page.

**7. SAVE** the document as ***ymca\_newsletter\_fi nal*** in your USB fl ash drive in the lesson

folder and close the fi le.

**CLOSE** Word.